1. Click **Materials > Content**.



2. Create a new module. Name it **RegisterBlast**.

Materials      Communication	ns 🗸 Asse	essments 🗸	ePortfolio	Resources	Course Admin
Search Topics	٩	Regis	terBla	st 🗸	
토 Overview		Add dates	and restriction	ons	
Bookmarks		Add a deso	cription		
Course Schedule		Upload /	Create 🗸	Existing	Activities 🗸
Table of Contents	2				
RegisterBlast	2				

3. Click Existing Activities > External Learning Tools.

RegisterBlast 🗸				
Add dates and restrictions Add a description				
Upload / Create 🗸	Existing Activities 🗸	🔗 Bulk Edit		
	ePortfolio Item	^		
	External Learning Tools			
	Form Templates			

 Two RegisterBlast links are listed, one pertaining to each campus. Click the campus link that you want students to go to and take the proctored test. Note: If you want your course exam proctored at both campuses, you will repeat steps 3-4 to add both.

Add Activity			
← ~			
ReadSpeaker TextAid	TextAid		
RegisterBlast - Cambridge	RegisterBlast - Cambridge		
RegisterBlast - Coon Rapids	RegisterBlast - Coon Rapids		

5. You will be taken back to Content. Click the **RegisterBlast – {campus}** link.

R	legisterBlast	~			
Ac	Add dates and restrictions				
Add a description					
	Upload / Create 🗸 Ex	kisting Activities 🗸			
8	RegisterBlast - Cambridge	~			
	🛀 External Learning Tool				

 You will be taken into RegisterBlast's Submissions screen. If you have setup proctored tests in RegisterBlast before, this should look familiar to you. If this is your first time, click the plus sign + button to proceed to the Submission Builder. Fill out the information. Click Submit when done.

	AMSEY			Submissions	History	Help	НО
Submission Manage submission d	<b>NS</b> etails and materials.			-			0
Search	From	To Date	<b>#</b>			Арр	ply

Students that are taking your proctored tests, need to navigate to your D2L Brightspace course. They
will click Materials > Content > RegisterBlast module. They will click the RegisterBlast – {campus} link
to schedule an appointment to take your proctored test.